



Job Title: Maintenance Technician I
Supervisor: Facilities Manager
Classification: Non-Exempt
Salary Range: (DOE)

Position Description:

The Maintenance Technician I is responsible for maintaining a clean appearance of UMOM facilities, the turning of client rooms, completion of work orders, as well as the general and preventative maintenance of UMOM Facilities.

Essential Duties and Responsibilities:

1. Maintains and repair facilities including a broad spectrum of repairs and maintenance to all UMOM owned facilities.
2. Ensures all work orders are completed in a timely manner.
3. Conducts efficient and effective room turns for all shelter units at UMOM sites per our standards.
4. Certifies that all lighting throughout UMOM's facilities is in proper working condition.
5. Makes certain that all UMOM properties are free of trash and trip hazards.
6. Notifies Facilities Manager of any safety issues related to the UMOM owned facilities.
7. Participates in monthly trainings related to safety, operations, and maintenance.
8. Complies with all established agency policies and procedures.

Qualifications:

- High School Diploma/GED preferred.
- Experience as an apartment maintenance technician or other related maintenance tech position preferred
- Electrical, plumbing, appliance, drywall, and painting experience preferred.
- Experience in turnover of apartment homes, hotel rooms, or residential living environments preferred.
- Ability to obtain a Level One Fingerprint Clearance Card.